

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 21, 2007

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TITLE:	Section Supervisor
POSITION NO:	30612
LOCATION:	Technology Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$52,230 - \$65,286 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, December 6, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TYPICAL DUTIES: This position is responsible for the supervision of the Project Operations and Oversight Unit of the Project Management Bureau, which provides project management oversight and guidance for agency staff and agency contractors in the design, development, implementation, and ongoing support of the major data systems within the department. Duties include designing/implementing procedures, standards, and guidelines for the management of large data systems; evaluating, recommending, and justifying project plans for the development and ongoing maintenance of the agency's large data systems; providing problem determination/resolution for program, division, and contractual staff; performing in-depth, detailed analyses of agency operations in support of customer requests such as federal and state regulations, user functionality and needs, federal/state/management reporting needs, system development, and hardware evaluation; and performing technical reviews of proposals, IT contracts, and work statements to determine compliance to known standards, best business practices and adequacy, and providing recommendations for contract awards. This position supervises eight staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts, theories, and developmental aspects of computer science, operating systems, equipment configurations and interrelationships and software applications for micro, mid-range, and mainframe computer systems; theories, principles, practices, and design of large data systems; and IT contract and procurement policies, procedures, and IT oversight requirements.

Skills: Skill in organization; problem solving; designing and implementing large, complex information systems; and technical and non-technical written and oral communication.

Abilities: Ability to evaluate work performance from multiple sources for capabilities, appropriate use, strategic impact, and lifespan; independently apply knowledge to develop new practices and procedures and meet agency demands, especially in the area of project management related to large data systems; organize, motivate, and influence a professional technical staff; manage multiple tasks and work flow; help and support fellow employees in their work to contribute to the overall success of the bureau, department, and state of Montana; analyze alternatives and make trade-offs and decisions; provide good customer service; accept individual responsibilities for all actions taken; prioritize, multi-task, and balance multiple projects; and work cooperatively with others and contribute ideas, suggestions, and assistance.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in business management, computer science, information systems, or related field **AND** five years of job-related work experience in project management, computer programming, systems analysis, end-user training/support and new product evaluation/implementation, to include three years experience managing professional staff. Relevant work experience such as project/contract/program management may substitute for formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:**
HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Section Supervisor
Position: #30612
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe your experience with IT project management or general project/contract management.
2. Please describe the number and level of staff you have directly supervised.